

New Jersey Department of Education Office of School-to-Career and College Initiatives
 Carl D. Perkins Vocational and Technical Education Act of 1998 and/or State Vocational Education
FY2003 BUDGET DETAIL FORM B - EMPLOYEE BENEFITS
 FUNCTION AND OBJECT CODE 200-200 ONLY

A. (check one) _____ SECONDARY _____ POSTSECONDARY

B. PROJECT # : _____ 03

C. ELIGIBLE RECIPIENT: _____

FEDERALLY FUNDED POSITIONS

FULL TIME AND PART TIME EMPLOYEES PARTICIPATING IN TEACHERS' PENSION AND ANNUITY FUND (TPAF)

- Must include TPAF (7.35%) and FICA (7.65%). Total 15%
- Other benefits (such as health, disability etc.) may be included; however, the maximum amount is 29%

STIPENDS-USING FEDERAL FUNDS

Note: A STIPEND IS PAYMENT ABOVE AND BEYOND A CONTRACTUAL SALARY.

- Must budget 7.65% for FICA
- Optional: TPAF (7.35%)

The maximum amount of fringe benefits is 29% of each grant-funded salary.

EMPLOYEES NOT PARTICIPATING IN TEACHERS' PENSION AND ANNUITY FUND (TPAF)

- Must include FICA (7.65%)
- The maximum amount of fringe benefits is 29%.

STATE FUNDED POSITIONS (INCLUDING STIPENDS)

FOR POST SECONDARY VOCATIONAL SCHOOLS ONLY

- TPAF AND FICA CANNOT BE REQUESTED
- The maximum amount of other fringe benefits is 29%

D. TITLE OF POSITION and NAME OF EMPLOYEE (if known)	E. CIP Code(s)	F GOAL AND OBJEC TIVE	G. STANDARD AND MEASURE	H. REQUESTED SALARY AMOUNT	I. FICA <u>G x 7.65%</u>	J. TPAF <u>G x 7.35%</u>	K. OTHER FRINGE BENEFITS G x _____ %	L. TOTAL AMOUNT FOR FRINGE BENEFITS H+I+J
M. Page _____ of _____							N. TOTAL:	\$

O. Signature of Business Administrator / Chief Financial Officer: _____ Date: _____ Revision? Y/N _____

INSTRUCTIONS
FY2003 BUDGET DETAIL FORM B - EMPLOYEE BENEFITS
FUNCTION AND OBJECT CODE 200-200

Follow guidelines on the Budget Detail Form B concerning federally funded positions and state funded positions, TPAF, and FICA.

- A. Indicate whether the grant is for secondary or postsecondary programs;
- B. Enter Project Number. The Project Number consists of the type of grant plus the district/college/agency code plus the last two digits of the fiscal year;
(Note: All secondary project numbers begin with PERK. Example: PERK 0000 – 03 . All Postsecondary project numbers begin with PSFS. Example: PSFS 0000 – 03)
- C. Enter the name of the Eligible Recipient;
- D. Enter the title of each position for which benefits are requested. Enter the name of the employee, if known at time of submission;
- E. Enter the CIP code of the approved occupational program for which the expenditure is intended.
- F. Enter the Goal and Objective (from the approved Multi-year Plan) that will be addressed by the expenditure of funds for this position;
- G. Enter the code for the Standard(s) and Measure(s) being addressed by the specific expenditure;
Use the following codes:

Academic Proficiency - AP	Evidence of Completion - C
Vocational-Technical Skill Proficiencies - VT	Placement Achievement – P
Non-Traditional Training – NT	
- H. Requested Salary Amount: Enter the salary amount as listed on the Budget Detail Form C for each grant-funded salary.
- I. FICA: Enter the FICA amount. This amount is determined by multiplying the grant-funded salary amount by 7.65%.
- J. TPAF: Enter the TPAF amount for each TPAF position, determined by multiplying the grant-funded salary amount by 7.35%.
- K. Other Fringe Benefits: The eligible recipient may request funds for additional benefits. Enter the additional per cent of benefits and the resultant dollar amounts, in whole dollars only.
- L. Total Amount for Fringe Benefits: **(Columns I + J + K)** Enter the total amount of fringe benefits (FICA, TPAF and other benefits) for each position. **All benefits combined for a position cannot exceed 29% of the grant-funded salary for that position.**
- M. Enter the page number.
- N. Add the total benefits for all positions and enter the amount.
- O. **The Business Administrator / Chief Financial Officer must sign and date each Budget Detail form page. If this form is a revision of a previously approved plan, enter the revision number and date of the revision submission.**